

DOD LOGDESMAP
DEPARTMENT OF DEFENSE

LOGISTICS

DATA

ELEMENT

STANDARDIZATION AND

MANAGEMENT

PROGRAM

PROCEDURES

DEPARTMENT OF DEFENSE
DEPUTY UNDER SECRETARY OF DEFENSE
(LOGISTICS)



DEFENSE LOGISTICS AGENCY
HEADQUARTERS
8725 JOHN J. KING MAN ROAD, SUITE 2533
FT. BELVOIR, VIRGINIA 22060-6221



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FOREWORD

This manual is published by direction of the Deputy Under Secretary of Defense (Logistics) under the authority of the Department of Defense Directive 4140.1, Materiel Management Policy. The purpose of this manual is to provide uniform procedures for operation of the DoD Logistics Data Element Standardization and Management Program (LOGDESMAP) as prescribed by DoD Directive 8320.1, Department of Defense Data Administration, September 26, 1991 and its implementing procedures, DoD 8320. 1-M-1, Department of Defense Data Element Standardization Procedures, January 1993. This manual also provides guidance and procedures for the standardization and management of data elements used in DoD-wide and joint Service/Agency logistics systems, authoritative issuances and procedures.

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8725 JOHN J KINGMAN ROAD
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ACRONYMS AND ABBREVIATIONS

Acronyms and Abbreviations Include the following:

<u>ACRONYMS OR ABBREVIATIONS</u>	<u>DEFINITION</u>
ADUSD (L) (LBS&TD)	Assistant Deputy Under Secretary of Defense for Logistics Business Systems and Technology Development
AIS	Automated Information System
ANSI	American National Standards Institute
ASC X12	Accredited Standards Committee X12
ASCII	American Standard Code for Information Interchange
CCB	Configuration Control Board
CDAd	Component Data Administrator
DAAS	Defense Automatic Addressing System
DAASC	Defense Automatic Addressing System Center
DAd	Data Administrator
DBMS	Database Management System
DDI	Director, Defense Information
DDN	Defense Data Network
DDRS	Defense Data Repository System
DED/D	Data Element Dictionary/Directory
DEPRA	Defense Program for Redistribution of Assets
DI	Document Identifier

**ACRONYMS OR
ABBREVIATIONS**

DEFINITION

DISA	Defense Information Systems Agency
DLMS	Defense Logistics Management System
DLMSO	Defense Logistics Management Standards Office
DLSS	Defense Logistics Standard Systems
DoD	Department of Defense
DODAAD	Department of Defense Activity Address Directory
DSN	Defense Switched Network
DTIC	Defense Technical Information Center
DUSD (L)	Deputy Under Secretary of Defense of Logistics
EC	Electronic Commerce
EDI	Electronic Data Interchange
FDAd	Functional Data Administrator
FIPS	Federal Information Processing Standards
ID	Identifier
IRM	Information Resource Management
LDM	Logistics Data Manager
LMARS	Logistics Metric Analysis Reporting System
LOGDESMAP	Logistics Data Element Standardization and Management Program
LOGDRMS	Logistics Data Resource Management System
MAPAD	Military Assistance Program Address Directory
MILSBILLS	Military Standard Billing System
MILSCAP	Military Standard Contract Administration Procedures

<u>ACRONYMS OR ABBREVIATIONS</u>	<u>DEFINITION</u>
MILSPETS	Military Standard Petroleum System
MILSTEP	Military Supply and Transportation Evaluation Procedures
MILSTAMP	Military Standard Transportation and Movement Procedures
MILSTRAP	Military Standard Transaction Reporting and Accounting Procedures
MILSTRIP	Military Standard Requisitioning and Issue Procedures
MODELS	Modernization of Defense Logistics Standard Systems
NBS	National Bureau of Standards
NIST	National Institute of Science and Technology (Formally National Bureau of Standards)
NTIS	National Technical Information Service
OSD	office of the Secretary of Defense
PRC	Process Review Committee
S/A	Service(s)/Agency(ies)

References

References Include the following:

- (1) DoD 4000.25-M, “Defense Logistics Management System (DLMS) Standards and Procedures,” 14 Feb 96
- (2) DoD 4000.25-1 -M, “Military Standard Requisitioning and Issue Procedures (MILSTRIP), Changes 1-9,” May 87
- (3) DoD 4000.25-1-S1, “MILSTRIP Routing Identifier and Distribution Codes,” Aug 94
- (4) DoD 4000.25-1-S2, “Defense Program for Redistribution of Assets (DEPRA) Procedures, Changes 1-3,” Aug 87
- (5) DoD 4000.25-2-M, “Military Standard Transaction Reporting and Accounting Procedures (MILSTRAP), Changes 1-4,” May 87
- (6) DoD 4000.25-3-M, “Military Supply and Transportation Evaluation Procedures (MILSTEP),” Sep 87
- (7) DoD 4000.25-5-M, “Military Standard Contract Administration Procedures (MILSCAP), Changes 1-2,” Mar 93
- (8) DoD 4000.25-6-M, “Department of Defense Activity Address Directory (DoDAAD, Part 1. Activity Address Code Sequence, Part II. ZIP Code Sequence, Part III. Civil Agency Addresses,” Apr 95
- (9) DoD 4000.25-7-M, “Military Standard Billing System (MILSBILLS), Changes 1-4,” Jan 85
- (10) DoD 4000.25-8-M, “Military Assistance Program Address Directory (MAPAD) System, Changes 1-13,” Mar 93



(11) DoD 4000.25-1 3-M, “Department of Defense Logistics Data Element Standardization and Management Program (DoD LOGDESMAP) Procedures,” Jan 84

(12) DoD 4140.1-R, “DoD Materiel Management Regulation,” Jan 93

(13) DoD Directive 8000.1, “Defense Information Management (IM) Program,” Oct 27, 1992

(14) DoD Directive 5200.28, “Security Requirements for Automated Information Systems (AISs),” Mar 21, 1988 ,

(15) DoD Directive 8320.1, ‘DoD Data Administration,” Sep 26,1991

(16) DDRS End User Manual, Sep 1, 1994

Definitions

1. **Application Data Element.** A data element used in an automated information system. (An application data element may, or may not, be a standard data element.)
2. **Attribute.** A property or characteristic of one or more entities; for example, COLOR, WEIGHT, SEX. Also, a property inherent in an entity or associated with that entity for database purposes.
3. **Class Word.** A word in the name of a data element describing the category to which the data element belongs; e.g., “date,” “name,” “code.” The word establishes the general structure and domain of a standard data element.
4. **Data.** A representation of facts, concepts, or instructions in a formalized manner suitable for communications, interpretation, or processing by humans or by automatic means.
5. **Data Administration (DAdm).** That function of the organization which oversees the management of data across all functions of the organization, and is responsible for central information planning and control.
6. **Data Administrator (DAd).** A person or group that ensure the utility of data used within an organization by defining data policies and standards, planning for the efficient use of data, coordinating data structures among organizational components, performing logical database design, and defining data security procedures.
7. **Data Attribute.** A characteristic of a unit of data such as length, value, or method of representation.
8. **Data Dictionary.** A specialized type of database containing metadata that is managed by a data dictionary system; a repository of information describing the characteristics of data used to design, monitor, document, protect, and control data in information systems and databases; and application of data dictionary system.

9. Data Element. A named identifier of each of the entities and their attributes that are represented in a database.

10. Data Element Standardization. The process of documenting, reviewing and approving unique names, definitions, characteristics and representation of data elements according to established procedures and conventions.

11. Data Entity. An object of interest to the enterprise, usually tracked by an automated system.

12. Data Model. In a database, the user's logical view of the data in contrast to the physically stored data, or storage structure. A description of the organization of data in a manner that reflects the information structure of an enterprise.

a. Logical Data Model. A model of the data stores and flows of the organization derived from the conceptual business model.

b. Physical Data Model. A representation of the technologically independent requirements in a physical environment of hardware, software, and network configurations representing them in the constraints of an existing physical environment.

13. Data Steward. The person or group that manages the development, approval, and use of data within a specified functional area, ensuring that it can be used to satisfy data requirements throughout the organization.

14. Data Structure. The logical relationships which exist among units of data and the descriptive features defined for those relationships and data units; an instance or occurrence of a data model.

15. Dictionary. See Data Dictionary.

16. Domain. The set of permissible data values from which actual values are taken for a particular attribute or specific data element. In a relational database, all of the permissible tuples for a given relation.

a. General Domain. The permissible data values allowed in representations of a data element defined in terms of the character set which can be used; e.g., A-Z, O-9, etc.

b. **Specific Domain.** An enumerated set of values allowed in data representations of a data element; e.g., Friday, Saturday, Sunday.

17. **Entity.** See Data Entity.

18. **Genetic Element.** A generic element is the part of a data element that establishes a structure and limits the allowable set of values of a data element. A generic element has no functional or application context other than to define a general class of data and ensure consistency in structure and domain.

19. **Information.** Any communication or reception of knowledge such as facts, data, or opinions, including numerical, graphic, or narrative forms, whether oral or maintained in any medium, including computerized databases, paper, microforms, or magnetic tape.

20. **information System.** The organized collection, processing, maintenance, transmission, and dissemination of information in accordance with defined procedures, whether automated or manual.

21. **Metadata.** Information describing the characteristics of data; data or information about data; descriptive information about an organization's data, data activities, systems, and holdings,

22. **Migration Data.** Data from or within a migration system. See also Migration System.

23. **Migration System.** An existing automated information system, or a planned and approved automated information system, that has been officially designated to support standard processes for a functional activity applicable DoD-wide or Component-wide.

24. **Modifier.** A word which helps define and render a name unique within the database, which is not the prime or class word.

25. **Nonstandard Data Element.** Any data element that exists in a system or application program and does not conform to the conventions, procedures, or guidelines established by the organization.

26. **Prime Word.** A word included in the name of a data entity which represents the logical data grouping (in the logical data model) to which it belongs.

27. **Property Modifier.** A word (adjective) that may occur in a data element name between the prime word and the class word modifiers. Property modifiers result directly from the attributes of a data model entity and further refine the prime word, or the class word, but do not dictate the structure of the data element. Normally, property modifiers are related to the generic element.

28. **Qualitative Data.** A data value that is a non-numeric description of a person, place, thing, event, activity, or concept.

29. **Quantitative Data.** Numerical expressions that use Arabic numbers, upon which mathematical operations can be performed.

30. **Standard Data Element.** A data element which has been submitted formally for standardization in accordance with the organization's data element standardization procedures.